A guide to **Sage Payroll CSV Templates**

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Importing from a CSV file

Sage Payroll provides you with the ability to import information from CSV (Comma Separated Values) files.

This document provides the details of the templates available to you, and the format of the information they contain.

Note: If you do not have access to the CSV import feature, in your version of Sage Payroll, you can contact Sage Sales to purchase the correct licence.

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What information can I import using CSV files?

Using the CSV templates available you can import:

- New employee details
- Updates to employee details
- Employee year to date figures

Sage Payroll Professional and Sage Payroll Bureau users can also import the following information:

- Employee Payments (Hours/Rates)
- Employee Deductions (Hours/Rates)

The following information is imported at a company level.

- Payments and Net Payments
- Deductions
- Departments
- Cost Centres
- User Names and Access Rights
- Loans
- Pension Scheme details
- Holiday Scheme details

You can also create CSV files of your own and use those to import information. It is essential, however that you check the headers on these files are spelt correctly, otherwise the import will fail. The following sections will help you:

- The Import Preparation Checklist on page 3.
- Creating files to match Sage Payroll's data import templates on page 7.

Import Preparation Checklist

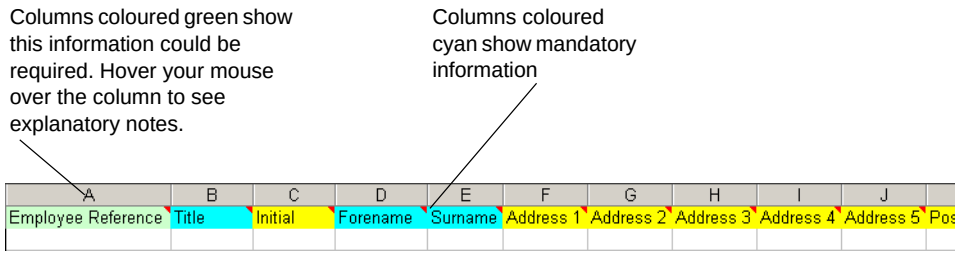
Before importing information into Sage Payroll, you must check the following:

- ❑ You have backed up your current payroll information. This is essential.
- ❑ You have access to the Data Import/Export option.

  If these options are greyed out on the File or Wizards menu, you do not have the necessary access rights to use these options.

  You can either update your access rights to include Data Import/Export or contact your system administrator and ask them to change your access rights.

  For further information about setting up access rights for individual users, refer to your Payroll help system. To access the help, open Payroll and press F1. Click the Index tab and type access in the keyword box. Double-click access rights from the list and select an appropriate topic from the list.
- ❑ If you are importing information from a CSV file, check that the column headers are correctly named. The headers must be correctly spelt for the import to work correctly. The picture below shows some of the column headers for employee information.
- ❑ Check that you have all the mandatory information. The import will fail if anything mandatory is missing. We've used colours to help you see what is mandatory information and what is optional. Anything coloured yellow is optional.



- ❑ When you export from Payroll (version 12 and above) you can choose whether or not to use column headings. If you later import this information back into Payroll, you must take care not to remove required information, otherwise the import will fail.

  Note: If you import company information that was originally exported from Payroll without column headings, the import will fail. Check the error log for details.
- ❑ If you are importing information from a CSV file, the file must contain the information you want to import in the format required by the import templates.

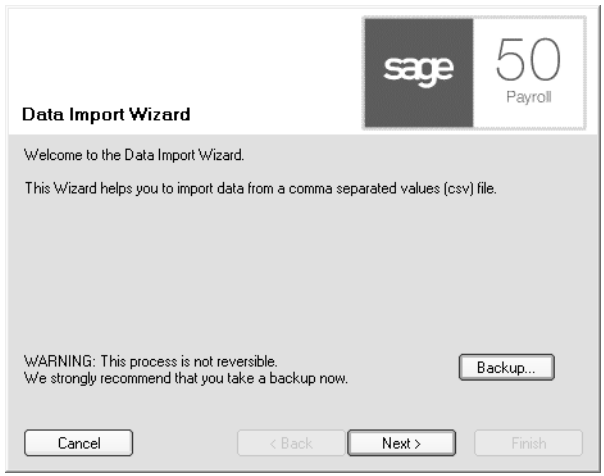
Note: If you use Microsoft® Excel to produce the CSV files, you must format the Date columns to show the date in the format dd/mm/yyyy. You must use four digits for the year for the import to work.

For details about producing a CSV file with the correct information in the required format see the section Creating files to match Sage Payroll's data import templates on page 7.

To import information from a CSV file

1. From the File or Wizards menu, choose Data Import > Import Sage Payroll Data.

   The Data Import Wizard appears.

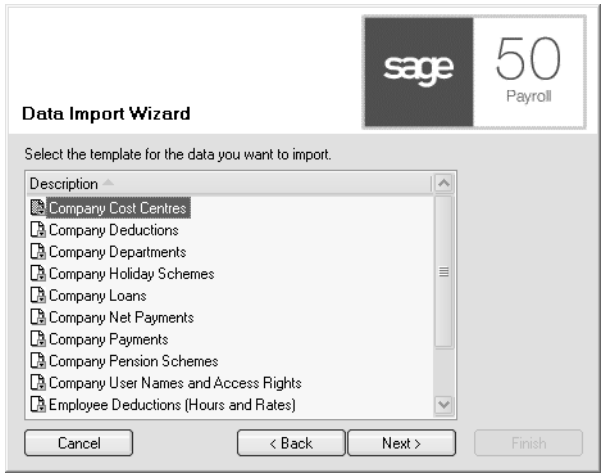

Data Import Wizard
sage 50 Payroll
Welcome to the Data Import Wizard.
This Wizard helps you to import data from a comma separated values (csv) file.
WARNING: This process is not reversible.
We strongly recommend that you take a backup now.
Backup...
Cancel
< Back
Next >
Finish

2. It is essential that you take a backup of your payroll data before proceeding with the Data Import Wizard. Click Backup then follow the instructions in the Backup Wizard.

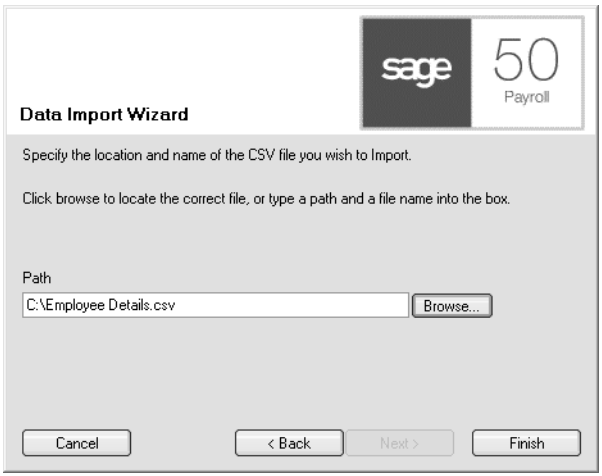
   When you have completed the Backup Wizard, the Data Import Wizard re-appears.

3. To continue, click Next.

4. Select the template for the data you want to import and then click Next.



5. Locate the file containing the data you want to import and click Finish.



You can type the location of the file and its filename in the Path box, or click Browse and search for the file required then click Open.

The Data Import Wizard checks the format and content of the CSV file that you are importing data from.

A results screen appears. This shows the records successfully imported. If there were any problems with importing the information, this is also shown.

6. Check the details you have entered. The records in the import file will be used to update the information in Sage Payroll.

7. To continue, click Close.

   The data from the selected CSV file is imported into Sage Payroll.

Creating files to match Sage Payroll's data import templates

If you want to import data into Sage Payroll, you must create a file that provides the information required in a specific format that matches the templates provided with your program.

To create a CSV file to match Sage Payroll's data import templates, you can either:

- Use the Microsoft® Excel Templates provided with Sage Payroll. You can find these in C:\Program Files\Sage Payroll\CSV Templates. As the column headers in CSV files are key to the success of the import, this ensures that you are using information with the correct format.
  Tip: If you need help with the content of these files, move your mouse pointer over the column heading and refer to the note box that appears.
- Create your own CSV file. If you choose to use this method, you must take care to check that all column headers are spelt correctly. Misspelt headers could mean the import will fail.

  Note for users upgrading: You can continue to use the csv files you have created to import information into your new Payroll program.

Information to note

- If the CSV file you are importing does not contain the information in the specific format required, the import will not work.
- Check that the column headers in your CSV file are correctly named. The headers must be correctly spelt for the import to work correctly.

  Note: If you created a CSV file using a previous version of Sage Payroll, you can import information without column headers. However, you must ensure that the information is complete and in the correct format. Check the CSV templates in the following sections of this guide if you are unsure.
- If there are any blank fields in your CSV files these will be ignored during the import process.

To create a CSV file using the Microsoft® Excel templates

1. Locate the CSV Templates folder on your computer.
2. Open the template you require in Microsoft® Excel.
3. Enter the information required into the pre-defined fields. Headings for mandatory information are shown in blue. Information that is mandatory in certain situations is shown in green. Additional information we've added for the latest version of Payroll, is coloured orange.

Tip: All of the headings have comments associated with them. You can access the comments by holding the mouse pointer over the cell with the red triangle in the top right hand corner.

4. To save your file, open the File menu and then choose Save As.
5. Select the folder where you want to save the file and ensure you save the file as a CSV file then click Save.

   You can now import the CSV file you have created, into Sage Payroll.

To create your own CSV file

1. Create a CSV file.

   Important Notes:

   - If you use Microsoft® Excel to produce the CSV files, you must format all Date columns to show the date in the format dd/mm/yyyy. You must use four digits for the year to ensure the import works.
   - You **must** ensure that your column headings are spelt correctly, otherwise the file import will fail.

2. Ensure that the data in the file you want to import contains all the compulsory information. To check that the CSV file you want to import matches the Sage Payroll Data Import Templates, make sure that you have included the information detailed in the following sections in the format shown.

Employee Details Template

Description	Notes	Data Type	Size	Required
Employee Reference	Must be greater than zero and not be in use. Must not exceed number of employees allowed by licence. If left blank Payroll will generate a number.			Only if you are updating existing details
Works Reference		Text	10	
Title	Must be Mr, Mrs, Miss, Ms, Dr, Prof, Sir, The Rev., The Hon.	Text		Yes
Initial		Text	5	
Forename		Text	50	Yes
Surname		Text	50	Yes
Address 1		Text	30	
Address 2		Text	30	
Address 3		Text	30	
Address 4		Text	30	
Address 5		Text	30	
Post Code		Text	8	
E-mail Address		Text	50	
Telephone Number		Text	30	
Gender	Must be either F or M. F = Female M = Male.	Text		Yes
Marital Status	Must be one of the following: Single Married Divorced Widowed.	Text		Yes
Date of Birth	Enter in the format DD/MM/YYYY. For example 25th September 1965, should be entered as 25/09/1965.	Text		Yes

Description	Notes	Data Type	Size	Required
Work Start Date	Enter in the format DD/MM/YYYY. For example 7th September 1985, should be entered as 07/09/1985.			Yes
Work End Date	Enter in the format DD/MM/YYYY. For example 1st October 2006, should be entered as 01/10/2006.			
NI Number	2 letters, 6 numbers followed by a single letter.	Text		Yes
NI Category	Must be one of the following: A, B, C, D, E, F, G, J, L, S, X			Yes
Tax Code		Text	7	Yes
Wk1Mth1 Basis	Enter "0" if the employee is not on a Wk1/Mth1 Tax Code or "1" if they are on a Wk1/Mth1 Tax Code.	Integer		
Pension 1	Pension reference number. The pension must already be set up at a company level.	Text		
Pension 2	As above	Text		
Pension 3	As above	Text		
Pension 4	As above	Text		
Pension 5	As above	Text		
Payment Method	Cash Cheque BACS Credit Transfer	Text		

Description	Notes	Data Type	Size	Required
Payment Frequency	Must be one of the following: Weekly Fortnightly Four Weekly Monthly	Text		Yes
Payroll 2007 only Gross Salary				
Payroll 2007 only Salary Per Period	Enter one of the following: 0 = Week 1 = Fortnight 2 = Four Weeks 3 = Month 4 = Year			
Payroll 2007 only Contracted Hours				
Payroll 2007 only Contracted Hours Per Period	Enter one of the following: 0 = Week 1 = Fortnight 2 = Four Weeks 3 = Month			
Access Level	Enter the access level of the employee, from 0 - 9.	Text		
Director Status	Must be either: 0= Non Director 1= Director 2= Table (Method) Director			
Date Directorship Began	The date that the employee became a Director. Enter in the format DD/MM/YYYY.	Text		
Notes		Text		
Contact		Text	30	

Description	Notes	Data Type	Size	Required
Contact Relationship	Enter one of the following values: 0=Spouse 1=Parent 2=Sibling 3=Child 4=Friend	Integer		
Contact Telephone Number		Text		
Sort Code	Must be nn-nn-nn For example 11-22-33	Text		
Bank Account Number		Text		
Bank Account Name		Text		
Bank Account Type		Text		
Building Soc Number		Text		
BACS Reference		Text		
Bank Name		Text		
Bank Address 1		Text	30	
Bank Address 2		Text	30	
Bank Address 3		Text	30	
Bank Address 4		Text	30	
Bank Address 5		Text	30	
Bank Post Code		Text	8	
Bank Telephone		Text	30	
Bank Fax		Text	30	

All Employee Header Details Template

Description	Notes	Data Type	Size	Required
Employee Reference		Text		Only if you are updating existing details
Title	Must be Mr, Mrs, Miss, Ms, Dr, Prof, Sir, The Rev., The Hon.	Text		Yes
Initials		Text	5	
Forename		Text	50	Yes
Surname		Text	50	Yes
Address 1		Text	30	
Address 2		Text	30	
Address 3		Text	30	
Address 4		Text	30	
Address 5		Text	30	
Post Code		Text	8	
Telephone Number		Text	30	
Mobile Number		Text	30	
Email Address		Text	50	
Gender	Must be either F or M. F = Female M = Male.	Text		Yes
Marital Status	Must be one of the following: Single Married Divorced Widowed.	Text		Yes
Previous Surname		Text		
Date of Birth	Enter in the format DD/MM/YYYY.	Text		Yes
Disabled	Enter "1" if the employee is registered as being disabled. Enter "0" if the employee is not.			
Nationality		Text	30	

Description	Notes	Data Type	Size	Required
Ethnic Origin		Text	15	
Contact		Text	30	
Contact Relationship	Enter one of the following values: 0=Spouse 1=Parent 2=Sibling 3=Child 4=Friend	Integer		
Contact Telephone No.		Text		
Tax Code				Yes
Wk1/Mth1 Basis	Enter "0" if the employee is not on a Wk1/Mth1 Tax Code or "1" if they are on a Wk1/Mth1 Tax Code.			
NI Category	Enter one of the following: A, B, C, D, E, F, G, J, L, S, X	Text		Yes
Manual NIC	If you want to calculate NI manually for this employee, Enter "1". If you do not with to calculate NI manually enter "0".			
NI Number	2 letters, 6 numbers followed by a single letter.	Text		Yes

Description	Notes	Data Type	Size	Required
P46 Statement	If the employee has provided you with a P46 form, enter one of the following: If the start date is before 06/04/06 0 = None 1 = A Only 2 = A and B 3 = B Only 4 = B and C 5 = C Only 6 = A and C If the start date is on or after 06/04/06 0 = None 1 = A Only 2 = A and D 3 = B Only 4 = B and D 5 = C Only 6 = C and D	Text		
Works Reference		Alphanumeric	10	
Director Status	Must be either: 0= Non Director 1= Director 2= Table (Method) Director			
Date Directorship Began	The date that the employee became a Director. Enter in the format DD/MM/YYYY.	Text		
Payment Method	Must be one of the following: Cash Cheque BACS Credit Transfer	Text		

Description	Notes	Data Type	Size	Required
Payment Frequency	Must be one of the following: Weekly Fortnightly Four Weekly Monthly.	Text		Yes
Work Start Date	Enter in the format DD/MM/YYYY.	Text		Yes
Work End Date	Enter in the format DD/MM/YYYY.	Text		
SLR From Date	The date when student loan repayments start.	Text		
SLR to Date	The date when student loan repayments ended.	Text		
Payroll 2008 only Minimum Wage Check	If the employee is to be included in the minimum wage check available in Payroll 2008, Enter "1". If the employee is not included in this check, enter "0".			
Status	If the selected employee is currently in trade dispute or on hold then enter: 1 = On Hold 2 = Trade Dispute If this field is left blank the employee will be assigned a status of OK which allows the employee to be processed.			
Payroll 2007 only				
Gross Salary				

Description	Notes	Data Type	Size	Required
Payroll 2007 only Salary Per Period	Enter one of the following: 0 = Week 1 = Fortnight 2 = Four Weeks 3 = Month 4 = Year			
Payroll 2007 only Contracted Hours				
Payroll 2007 only Contracted Hours Per Period	Enter one of the following: 0 = Week 1 = Fortnight 2 = Four Weeks 3 = Month			
Pension 1	Pension reference number. The pension must already be set up at a company level.			
Pension 2	As above.			
Pension 3	As above.			
Pension 4	As above.			
Pension 5	As above.			
Holiday Scheme		Text		
Sort Code	Must be nn-nn-nn Example: 11-22-33	Text		
Bank Account Number		Text		
Bank Account Name		Text		
Bank Account Type		Text		
Building Society Number	The Building Society Account number.	Text		
BACS Reference		Text		
Bank Name	The name of the bank where the account is held.	Text		
Bank Address 1		Text	30	
Bank Address 2		Text	30	
Bank Address 3		Text	30	

Description	Notes	Data Type	Size	Required
Bank Address 4		Text	30	
Bank Address 5		Text	30	
Bank Post Code		Text	8	
Bank Telephone Number		Text		
Bank Fax		Text		
Department Reference		Text		
Cost Centre Reference		Text		
Notes		Text		
Access Level	Enter the access level of the employee, from 0 - 9.	Text		
Analysis 1			30	
Analysis 2			30	
Analysis 3			30	
Last Processed Date	Enter the date your employee was last updated.			
Final Pay Run	If you want o recalculate any of the following for your employee then Enter "1". Repay or deduct any outstanding holiday fund. Pay any tax refunds withheld during a trade dispute. Recalculate directors NI on a year to date basis, for directors on the table method. If you do not then enter "0".			
Manual SSP	If you want to calculate SSP manually, enter "1". If you want to the program to automatically calculate SSP, enter "0"	Integer		
SSP QD Pattern Start Date		Text		

Description	Notes	Data Type	Size	Required
SSP Band		Text		
Start PIW Date	The first day of absence for the employee.	Text		
End PIW Date	The last day of absence for the employee.	Text		
SSP Waiting Days		Text		
Returned to Work Date		Text		
SMP Weeks Worked MPP				
SMP Weeks Trade Dispute				
SMP Average Gross Pay				
SMP Medical Evidence	If the employee has produced medical evidence enter "1" If they have not provided evidence then enter "0".	Integer		
SMP Pregnancy Related sickness	Enter "1" if the employee leaves work to start their Maternity Pay Period (MPP) because of sickness that is related to their pregnancy. Otherwise enter "0".			
Manual SAP	If you want to calculate SAP manually, enter "1". If you want to the program to automatically calculate SAP, enter "0"			
SAP Matching Date				
SAP Expected Date of Placement				
SAP Actual Date of Placement				
SAP Ended Work Date				
SAP Returned to Work Date				
Weeks Worked during SAP				
SAP Weeks Trade Dispute				
SAP Average Gross Pay				
SAP Evidence	If the employee has produced a matching certificate enter "1" If not, then enter "0".			

Description	Notes	Data Type	Size	Required
Manual SPP	If you want to calculate SPP manually, enter "1". If you want to the program to automatically calculate SPP, enter "0"			
SPP Baby Due Date				
SPP Date of Birth				
SPP End Work Date				
SPP Returned to Work Date				
Weeks Worked during SPP				
SPP Weeks Trade Dispute				
SPP Average Gross Pay				
SPP Declaration Received	Enter "1" if your employee has given you a Paternity leave Declaration form SC3. If they have not given you this Declaration then enter "0"			
Manual SPPA	If you want to calculate SPPA manually, enter "1". If you want to the program to automatically calculate SPPA, enter "0"			
SPPA Matching Date				
SPPA Expected Date of Placement				
SPPA Actual Date of Placement				
SPPA End Work Date				
SPPA Returned to Work Date				
Weeks Worked during SPPA				
SPPA Weeks Trade Dispute				
SPPA Average Gross Pay				
SPPA Declaration Received	Enter "1" here if your employee has given you a Paternity leave Declaration form SC3. Enter "0" if your employee has not provided the Declaration.			

Employee Mandatory Details Template

To import data using this template, you must have a CSV file containing the information listed in the table below in the order shown.

Description	Notes	Data Type	Size	Required
Title	Must be Mr, Mrs, Miss, Ms, Dr, Prof, Sir, The Rev., The Hon.	Text		Yes
Forename		Text	50	Yes
Surname		Text	50	Yes
Gender	Must be either F or M. F = Female M = Male.	Text		Yes
Marital Status	Enter the marital status of the employee from the following list of program defaults: Single Married Divorced Widowed	Text		Yes
Date of Birth	The date should be entered in the format DD/MM/YYYY.	Text		Yes
Work Start Date	The date should be entered in the format DD/MM/YYYY.	Text		Yes
NI Number	2 letters, 6 numbers followed by a single letter.	Text		Yes
NI Category	Enter one of the following: A, B, C, D, E, F, G, J, L, S, X	Text		Yes
Tax Code		Text		Yes
Payment Frequency	Must be one of the following: Weekly Fortnightly Four Weekly Monthly	Text		Yes

Employee Payment Hours and Rates Template

To import data using this template, you must have a CSV file containing the information listed in the table below in the order shown.

Description	Notes	Data Type	Size	Required
Employee Reference	This is the reference number of the employee whose information you are updating. Your can find it on the Sage Payroll desktop, or in their Employee Record.	Text		Yes
Payment Reference	This is the reference number of the payment you want to update. The Payment must be assigned to the employee.	Text		Yes
Hours		Text		
Rate		Text		

Note: Global payments will not import. You can only import hours for fixed payment types.

New in Sage 50 Payroll 2008

If you are using Sage 50 Payroll 2008 you can create a CSV template from the payment and deduction information recorded in your program using the TimeSheet Entry option. This template can then be used to import payments and deductions into your program. For more information, refer to the help topic **Quick entry for payments and deductions**, in your online help system.

Employee Deductions Hours and Rates Template

To import data using this template, you must have a CSV file containing the information listed in the table below in the order shown.

Description	Notes	Data Type	Size	Required
Employee Reference	This is the reference number of the employee whose information you are updating. Your can find it on the Sage Payroll desktop, or in their Employee Record.	Text		Yes
Deduction Reference	This is the reference number of the deduction you want to update. The deduction must be assigned to the employee.	Text		Yes
Hours		Text		
Rate		Text		

Employee Year to Date Values Template

To import data using this template, you must have a CSV file containing all the information listed in the table below in the order shown.

Description	Notes	Data Type	Size	Required
Employee Reference	This is the reference number of the employee whose information you are updating. Your can find it on the Sage Payroll desktop, or in their Employee Record.	Integer	6	Only if you are updating existing details
P45 Gross Pay	Must be greater than or equal to P45 Tax figure.	Numeric		
P45 Tax Paid	Must be less than P45 Gross	Numeric		
Total Gross Pay	Must be greater than or equal to Total Tax To Date, Tax Gross To Date. Must include P45 value.	Numeric		
Gross Pay for NIC	Must be greater than or equal to Total Gross to date	Numeric		
Gross Pay for Tax	Must be greater than or equal to zero	Numeric		
Total Tax TD		Numeric		
Ers NIC TD	Must be less than or equal to LEL + ET + UEL NIC Earnings	Numeric		
Ees NIC TD	Must be less than or equal to LEL + ET + UEL NIC Earnings	Numeric		
SSP Paid TD		Numeric		
SSP Weeks Paid		Numeric		
SMP Paid TD		Numeric		
SMP Recovered TD		Numeric		
SMP NIC Comp Rec	The total amount of National Insurance compensation applicable to SMP for the employee.	Numeric		
SMP Weeks	This is a whole number as SMP is a weekly payment for a full week's absence only.	Numeric		
SAP Paid TD		Numeric		
SAP Recovered TD		Numeric		
SAP NIC Comp Rec TD	The total amount of National Insurance compensation applicable to SAP for the employee.	Numeric		

Description	Notes	Data Type	Size	Required
SAP Weeks		Numeric		
SPP Paid TD		Numeric		
SPP Recovered TD		Numeric		
SPP NIC Comp	The total amount of National Insurance compensation applicable to SPP for the employee.	Numeric		
SPP Weeks		Numeric		

Please note: Figures for SPP(A) Paid to Date and SPP(A) Recovered to Date should be entered in corresponding SPP columns.

SPPA Weeks		Numeric		
Ee Pension TD		Numeric		
Er Pension TD		Numeric		
Advance Pay TD		Numeric		
Net Pay TD		Numeric		
Cash Rnding BF		Numeric		
Class 1A Cars		Numeric		
Class 1A Fuel		Numeric		
Pen AVC TD	The amount of Additional Voluntary Contributions paid.	Numeric		
Pensionable TD	The pensionable gross pay.	Numeric		
Employer Rebate	The amount of Employer NI rebate.	Numeric		
Employee Rebate	The amount of Employee NI rebate.	Numeric		
NIC to LEL		Numeric		
NIC to ET		Numeric		
NIC to UEL		Numeric		
Tax Credits TD		Numeric		
Student Loan TD	The total Student Loan repayments made by the employee.	Numeric		
Tax Refund Withheld	The amount of tax refund withheld in the current tax year.	Numeric		
Tax Refund Withheld Previously	The amount of tax refund withheld in the previous tax year.	Numeric		
Holiday Fund TD	The amount of holiday fund available to the employee.	Numeric		
Loan TD	The total Loan repayments made to date.	Numeric		

Employee Tax and NIC YTD Values Template

Description	Notes	Data Type	Size	Required
Employee Reference	This is the reference number of the employee whose information you are updating. Your can find it on the Sage Payroll desktop, or in their Employee Record.	Integer	6	Only if you are updating existing details
P45 Gross Pay	Must be greater than or equal to P45 Tax figure.	Numeric		
P45 Tax Paid	Must be less than P45 Gross figure	Numeric		
Total Gross Pay	Must be greater than or equal to Total Tax To Date, Tax Gross To Date. Must include P45 value.	Numeric		
Gross Pay for NIC	Must be greater than or equal to Total Gross to date.	Numeric		
Gross Pay for Tax	Must be greater than or equal to zero.	Numeric		
Total Tax TD		Numeric		
Ers NIC TD	Must be less than or equal to LEL + ET + UEL NIC Earnings.			
Ees NIC TD	Must be less than or equal to LEL + ET + UEL NIC Earnings.	Numeric		
Employer Rebate	The amount of Employer NI rebate.	Numeric		
Employee Rebate	The amount of Employee NI rebate.	Numeric		
NIC to LEL		Numeric		
NIC to ET		Numeric		
NIC to UEL		Numeric		

Description	Notes	Data Type	Size	Required
Tax Refund Withheld	The amount of tax refund withheld in the current tax year.	Numeric		
Tax Refunds Withheld Previously	The amount of tax refund withheld in the previous tax year.	Numeric		
Class1A Cars	The value of the car charges for the employer's Class 1A NI contributions for the previous tax year.	Numeric		
Class1A Fuel	The value of the fuel charges for the employer's Class 1A NI contributions for the previous tax year.	Numeric		

Employee Statutory Payments YTD Values Template

Description	Notes	Data Type	Size	Required
Employee Reference	This is the reference number of the employee whose information you are updating. Your can find it on the Sage Payroll desktop, or in their Employee Record.	Integer	6	Only if you are updating existing details
SSP Paid TD		Numeric		
SSP Weeks Paid		Numeric		
SMP Paid TD		Numeric		
SMP Weeks Paid		Numeric		
SMP Recovered TD		Numeric		
SMP NIC Comp Rec	The total amount of National Insurance compensation applicable to SMP for the employee.	Numeric		
SMP Weeks		Numeric		
SAP Paid TD		Numeric		
SAP Recovered TD		Numeric		
SAP NIC Comp Rec	The total amount of National Insurance compensation applicable to SAP for the employee.	Numeric		
SAP Weeks		Numeric		
SPP Paid TD		Numeric		
SPP Recovered TD		Numeric		
SPP NIC Comp Rec	The total amount of National Insurance compensation applicable to SPP for the employee.	Numeric		
SPP Weeks		Numeric		
SPPA Weeks		Numeric		
Tax Credits TD		Numeric		

Employee Address Details Template

Description	Notes	Data Type	Size	Required
Employee Reference	This is the reference number of the employee whose information you are updating. Your can find it on the Sage Payroll desktop, or in their Employee Record.	Integer	6	Only if you are updating existing details
Address 1		Text	30	
Address 2		Text	30	
Address 3		Text	30	
Address 4		Text	30	
Address 5		Text	30	
Post Code		Text	8	
Telephone Number		Text	30	

Employee Bank Details Template

Description	Notes	Data Type	Size	Required
Employee Reference	This is the reference number of the employee whose information you are updating. Your can find it on the Sage Payroll desktop, or in their Employee Record.	Integer	6	Only if you are updating existing details
Sort Code	Must be nn-nn-nn Example: 11-22-33	Text		
Bank Account Number		Text		
Bank Account Name		Text		
Bank Account Type		Text		
Building Soc Number	The Building Society Account number.	Text		
BACS Reference		Text		
Bank Name	The name of the bank where the account is held.	Text		
Bank Address 1		Text	30	
Bank Address 2		Text	30	
Bank Address 3		Text	30	
Bank Address 4		Text	30	
Bank Address 5		Text	30	
Bank Post Code		Text	8	
Bank Telephone		Text		
Bank Fax		Text		

Company Departments Template

Description	Notes	Data Type	Size	Required
Reference	The department number.	Text	3	Yes
Name	The department name.	Text	30	Yes If you are creating a new department.

Company Cost Centres Template

Description	Notes	Data Type	Size	Required
Reference	The cost centre number.	Text	3	Yes
Name	The cost centre name.	Text	30	Yes If you are creating a new department.

Company Payment Details Template

Description	Notes	Data Type	Size	Required
Reference	If creating a new payment leave this blank. Sage Payroll generates the next available reference number.	Text		Yes If you are updating an existing payment, Leave this blank if you're creating a new payment.
Status	If creating a new payment, you must enter one of the following: 0=Variable 1=Fixed 2=Global 3=Factor (Payroll 2007 only) If you are updating an existing payment, you can amend the status or leave this blank.	Integer		If you are creating a new payment
Description	The name of the payment.	Text		Yes
HoursNo	Enter the default number of hours for the payment.	Text		
Rate of Pay	Enter a default rate/ amount for the payment.	Text		
Payroll 2007 only Base Payment	If you are creating a Factor pay element then enter the reference of the base pay element. If this is left blank then a standard pay element will be created.			

Description	Notes	Data Type	Size	Required
Payroll 2007 only Multiplier Method	When creating a Factor pay element this is the type of factor 0=Times 1=Percent			
Payroll 2007 only Include in Timesheet Entry	Enter "1" to include this payment type when viewing the batch timesheet entry screen. Enter "0" if you do not want to include it.			
Include for Holiday Accrual	Enter "1" if you want to include this payment when calculating holiday fund accrual. Enter "0" if you do not want to include this payment type.	Integer		
Auto Advance	Enter "1" if you want to use the Hours and Rate default values from the employee's record when you advance holiday pay. Enter "0" if you do not want to use the Hours and Rate default values.	Integer		
Include for Weekly Averages	Enter "1" if you want to include this payment when calculating holiday pay using a 12 or 13 weekly average. Enter "0" if you do not want to include this payment when calculating holiday pay.	Integer		
PAYE	Enter "1" if you want this payment to be subject to PAYE. Enter "0" if you do want this value payment to be subject to PAYE.	Integer		

Description	Notes	Data Type	Size	Required
National Insurance	Enter "1" if you want this payment to be subject to NI. Enter "0" if you do want this payment to be subject to NI.	Integer		
Pension Main	Enter "1" if you want to take pension contributions from this payment. Enter "0" if you do not want to take pension contributions from this payment.	Integer		
Pension AVC	Enter "1" if you want to take pension AVCs from this payment. Enter "0" if you do not want to take pension AVCs from this payment.	Integer		
CCAEO	Enter "1" if you want this payment to be subject to CCAEO deductions. Enter "0" if you do not want this payment to be subject to CCAEO deductions.	Integer		
CTAEO	Enter "1" if you want this payment to be subject to CTAEO deductions. Enter "0" if you do not want this payment to be subject to CTAEO deductions.	Integer		
Other AEOs	Enter "1" if you want this payment to be subject to other AEO's. Enter "0" if you do not want this payment to be subject to other AEO's.	Integer		

Company Net Payment Details Template

Description	Notes	Data Type	Size	Required
Reference	If creating a new payment leave this blank. Sage Payroll generates the next available reference number.	Text		Yes If you are updating an existing net payment enter the correct reference number.
Status	If creating a new net payment, you must enter one of the following: 0= Variable 1=Fixed 2=Global 3=Factor (Payroll 2007 Only) If you are updating an existing net payment, you can amend the status or leave this blank.	Integer		Yes If you are creating a new net payment
Description	The name of the net payment.	Text		Yes
Adjust for Tax and NI	If you want to set up a net payment that is net of tax, enter "0". If you want to set up a payment that is net of tax and NI, enter "1"			Yes If you are updating an existing net payment enter the correct reference number.
HoursNo	Enter the default number of hours for the net payment.	Text		

Description	Notes	Data Type	Size	Required
Rate of Pay	Enter a default rate/ amount for the net payment.	Text		
Payroll 2007 only Base Payment	If you are creating a Factor pay element then enter the reference of the base pay element. If this is left blank then a standard pay element will be created.			
Payroll 2007 only Multiplier Method	When creating a Factor pay element this is the type of factor 0 = Times 1 = Percent			
Payroll 2007 only Include in Timesheet Entry	Enter "1" to include this payment type when viewing the batch timesheet entry screen. Enter "0" if you do not want to include it.			
Include for Holiday Accrual	Enter "1" if you want to include this net payment when calculating holiday fund accrual. Enter "0" if you do not want to include this net payment type.	Integer		
Auto Advance	Enter "1" if you want to use the Hours and Rate default values from the employee's record when you advance holiday pay. Enter "0" if you do not want to use the Hours and Rate default values.	Integer		

Description	Notes	Data Type	Size	Required
Include for Weekly Averages	Enter "1" if you want to include this net payment when calculating holiday pay using a 12 or 13 weekly average. Enter "0" if you do not want to include this net payment when calculating holiday pay.	Integer		
Pension Main	Enter "1" if you want to take pension contributions from this net payment. Enter "0" if you do not want to take pension contributions from this net payment.	Integer		
Pension AVC	Enter "1" if you want to take pension AVCs from this net payment. Enter "0" if you do not want to take pension AVCs from this net payment.	Integer		
CCAEO	Enter "1" if you want this net payment to be subject to CCAEO deductions. Enter "0" if you do not want to this net payment to be subject to CCAEO deductions.	Integer		
CTAEO	Enter "1" if you want this net payment to be subject to CTAEO deductions. Enter "0" if you do not want this net payment to be subject to CTAEO deductions.	Integer		
Other AEOs	Enter "1" if you want to include this net payment to be subject to other AEO's. Enter "0" if you do not want this net payment to be subject to other AEO's.	Integer		

Company Deduction Details Template

Description	Notes	Data Type	Size	Required
Reference	If creating a new deduction leave this blank. Sage Payroll generates the next available reference number.	Text		Yes If you are updating an existing deduction enter the correct reference number.
Status	If creating a new deduction, you must enter one of the following: 0= Variable 1=Fixed 2=Global If you are updating an existing deduction, you can amend the status or leave this blank.	Integer		Yes If you are creating a new deduction
Description	The name of the deduction.	Text		Yes
HoursNo	Enter the default number of hours for the deduction.	Text		
Rate of Pay	Enter a default rate/ amount for the deduction.	Text		
Include for Holiday Accrual	Enter "1" if you want to include this deduction when calculating holiday fund accrual. Enter "0" if you do not want to include this deduction type.	Integer		

Description	Notes	Data Type	Size	Required
Auto Advance	Enter "1" if you want to use the Hours and Rate default values from the employee's record when you advance holiday pay. Enter "0" if you do not want to use the Hours and Rate default values.	Integer		
Include for Weekly Averages	Enter "1" if you want to include this deduction when calculating holiday pay using a 12 or 13 weekly average. Enter "0" if you do not want to include this deduction when calculating holiday pay.	Integer		
Clear YTD at YE	To clear the balance of a deduction at the year end enter "1". If you do not want to clear the balance of a deduction at year end then enter "0".	Integer		
PAYE	Enter "1" if you want to deduct this value before PAYE is calculated. Enter "0" if you do not want to deduct this value before PAYE is calculated.	Integer		
National Insurance	Enter "1" if you want to deduct this value before NI is calculated. Enter "0" if you do not want to deduct this value before NI is calculated.	Integer		
Pension Main	Enter "1" if you want to deduct this value before pension contributions are calculated. Enter "0" if you do not want to deduct this value before pension contributions are calculated.	Integer		

Description	Notes	Data Type	Size	Required
Pension AVC	Enter "1" if you want to deduct this value before pension AVCs are calculated. Enter "0" if you do not want to deduct this value before pension AVCs are calculated.	Integer		
CCAEO	Enter "1" if you want to include this deduction before CCAEO is deducted. Enter "0" if you do not want to include this deduction before CCAEO is deducted.	Integer		
CTAEO	Enter "1" if you want to include this deduction before CTAEO is deducted. Enter "0" if you do not want to include this deduction before CTAEO is deducted.	Integer		
Other AEOs	Enter "1" if you want to include this deduction before other AEO’s are deducted. Enter "0" if you do not want to include this deduction before other AEO’s are deducted.	Integer		

Company Pension Schemes Template

Description	Notes	Data Type	Size	Required
Reference	If you are adding or editing an existing pension scheme, enter a number to identify the scheme.	Text		Yes
Description	The name of the pension scheme.	Text	30	Yes If you are creating a new scheme
Pension Type	Enter either: 0= Other 1= COMP 2= COSR 3= CISR 4= COMB 5= GPP 6= PPP 7= Stakeholder	Integer		Yes
SCON	If you are running a contracted-out, occupational pension scheme, enter your Scheme Contracted Out Number here. Note: You do not need to enter the first alpha character, 'S' of the SCON number.	Text		Yes If the pension if COSR, COMP or COMB
Min Employment Period	The minimum number of months an employee must work before becoming eligible to join the pension scheme.	Text		
Admin Name	The name of the pension administrator.	Text		
Admin E-Mail	The email address of the pension administrator.	Text		
Admin Tel No.	The telephone number of the pension administrator.	Text		

Description	Notes	Data Type	Size	Required
EE Cont. Details	Choose Percentage or Fixed Amount from the drop-down list. Please Note: If left blank it will default to "Fixed Amount".			
EE Pension Value	Enter the Amount or the Percentage payable by the employee.	Text		
EE Apply to Details	If you have chosen a percentage employee contribution, enter one of the following. 0= Apply to all Pensionable Earnings. 1= Restrict to Statutory NI Upper/Lower Bands. 2= Restrict to Specific Upper/Lower Bands. Please Note: If left blank will default to "Apply to All Pensionable Earnings".	Integer		
EE Lower Band Restriction	Only enter a value here if you have entered "2" in EE Cont. Applied field. This is the lower earnings limit you want to apply. If you have entered "2" in EE Cont. Applied field but leave this field blank it will default to the LEL limit.			

Description	Notes	Data Type	Size	Required
EE Upper Band Restriction	Only enter a value here if you have entered "2" in EE Cont. Applied field. This is the upper earnings limit you want to apply. If you have entered "2" in EE Cont. Applied field but leave this field blank it will default to the UEL limit.			
EE Min Cont.	If the Pension scheme has a minimum contribution per pay period, enter the amount here.			
EE Max Cont.	If the Pension scheme has a maximum contribution per pay period, enter the amount here.			
EE Calc Min Rebate	Enter "1" to calculate the NI contracted out rebate, better known as the minimum contribution to a contracted out pension scheme or "0" if you do not want to calculate the NI contracted out rebate.	Integer		
EE Inc. Rebate Amnt.	Enter "1" to total the percentage and minimum rebate values or "0" if you do not want to total the percentage and minimum rebate values. If you choose not to total the percentage and minimum rebate values the program will use the greater of the two values calculated.	Integer		

Description	Notes	Data Type	Size	Required
EE SSP Payments	Enter "1" to include any SSP payments in the total pensionable pay or "0" if you do not want include SSP payments in the total pensionable pay.	Integer		
EE SMP Payments	Enter "1" to include any SMP payments in the total pensionable pay or "0" if you do not want include SMP payments in the total pensionable pay.	Integer		
EE SAP Payments	Enter "1" to include any SAP payments in the total pensionable pay or "0" if you do not want include SAP payments in the total pensionable pay.	Integer		
EE SPP Payments	Enter "1" to include any SPP payments in the total pensionable pay or "0" if you do not want include SPP payments in the total pensionable pay.	Integer		
EE Deduct before Tax	If your employee's contributions are subject to tax relief, enter "1". If it is a personal or group personal pension scheme, the net contribution is deducted from your employee's net pay. In such cases, enter "0".	Integer		
ER Cont. Details	Choose Percentage or Fixed Amount from the drop-down list. Please Note: If left Blank it will default to "Fixed Amount".			

Description	Notes	Data Type	Size	Required
ER Apply to Details	If you chose "Percentage" Employer Contributions, enter one of the following. 0= Apply to all Pensionable Earnings 1= Restrict to Statutory NI Upper/Lower Bands. 2= Restrict to Specific Upper/Lower Bands. Please Note: If left Blank will default to "Apply to All Pensionable Earnings	Integer		
ER Pension Value	Enter the amount or percentage payable by the employer.			
ER Lower Band Restriction	Only enter a value here if you have entered "2" in ER Cont. Applied field. This is the lower earnings limit you want to apply. If you have entered "2" in ER Cont. Applied field but leave this field blank it will default to the LEL limit.			
ER Upper Band Restriction	Only enter a value here if you have entered "2" in ER Cont. Applied field. This is the upper earnings limit you want to apply. If you have entered "2" in ER Cont. Applied field but leave this field blank it will default to the UEL limit.			
ER Min Cont.	If the Pension scheme has a minimum contribution per pay period, enter the amount here.			

Description	Notes	Data Type	Size	Required
ER Max Cont.	If the Pension scheme has a maximum contribution per pay period, enter the amount here.			
ER Calc Min Rebate	Enter "1" to calculate the NI contracted out rebate, better known as the minimum contribution to a contracted out pension scheme or "0" if you do not want to calculate the NI contracted out rebate.	Integer		
ER Inc Rebate Amnt	Enter "1" to total the percentage and minimum rebate values or "0" if you do not want to total the percentage and minimum rebate values. If you choose not to total the percentage and minimum rebate values the program will use the greater of the two values calculated.	Integer		
ER SSP Payments	Enter "1" to include any SSP payments in the total pensionable pay or "0" if you do not want include SSP payments in the total pensionable pay.	Integer		
ER SMP Payments	Enter "1" to include any SMP payments in the total pensionable pay or "0" if you do not want include SMP payments in the total pensionable pay.	Integer		

Description	Notes	Data Type	Size	Required
ER SAP Payments	Enter "1" to include any SAP payments in the total pensionable pay or "0" if you do not want include SAP payments in the total pensionable pay.	Integer		
ER SPP Payments	Enter "1" to include any SPP payments in the total pensionable pay or "0" if you do not want include SPP payments in the total pensionable pay.	Integer		
Provider Name	The name of the pension provider.	Text		
Provider Address 1				
Provider Address 2				
Provider Address 3				
Provider Address 4				
Provider Address 5				
Provider Post Code				
Provider Telephone Number				
Provider Fax				
Provider E-mail				
Provider Contact	The contact name of the pension provider for this scheme.			
Providers Ref	Enter the pension providers company reference. Note: You will need this to make electronic submissions.			
Provider Scheme Ref	Enter the pension providers scheme reference. Note: You will need this to make electronic submissions.			
Provider Sort Code				

Description	Notes	Data Type	Size	Required
Provider Account No	You can only enter numbers (i.e. you can't enter spaces or special characters).	Numeric	8	
Provider Bank Acct Type	Select bank account or building society from the drop-down list.			
Provider BSoc Roll No				
Provider Payment Method	From the drop-down list, select the payment method used by your company to pay the pension provider. Select Cheque, Direct Credit, Direct Debit, or Telegraphic Transfer.			

Company Holiday Schemes Template

Description	Notes	Data Type	Size	Required
Scheme Number	Enter the Holiday Scheme number you want to create or amend.			Yes
Scheme Name	The name of the new Holiday Scheme, or the new name for an existing scheme, otherwise leave this blank.			Yes Only if creating a new scheme
Payroll 2007 only Scheme Type	Is the scheme entitlement calculated? Specified = 0 Calculated = 1			
Payroll 2007 only Average Weeks	For calculated schemes this is the number of weeks before the date you've specified to use to work out the average time worked.			
Payroll 2007 only Weeks Prior to	What is the starting point for your average time worked calculation? If you're using a number of weeks before the holiday year enter 0. If you're using a number of weeks before the holiday period, enter 1.			
Payroll 2007 only Scheme Start Date Type	When does the holiday scheme start? Company Holiday Year = 0 Employee Start Date = 1			
Max Entitlement	The maximum number of days, weeks or hours entitlement.			

Description	Notes	Data Type	Size	Required
Entitlement Type	Enter: 0 for Weeks. 1 for Days 2 for hours	Integer		
Min. Employment (Months)	The minimum number of months employment required before holiday begins to accrue.			
Accrue Holiday Basis	Enter: 0 for Calendar Monthly 1 for Daily 2 for Hourly.	Integer		
Entitlement Warning	Enter "1" if you want Sage Payroll to display a warning if any of your employees exceed their holiday entitlement. Enter "0" if you do not want a warning message to be displayed.	Integer		
Include National Holidays	Enter "1" to include national holidays in the schemes holiday entitlement. If you do not, enter "0".	Integer		
Allow Days BF Previous Year	If you allow employees to carry over any holidays from the previous holiday year, enter "1". If you do not then enter "0".	Integer		
Allow Days Advanced from Next Year	If you allow employees to take holiday from next year' s entitlement enter "1". If not then enter "0".	Integer		
Include Starting Pay Month	If a new starter begins part way through the current pay period, enter "1" to accrue holiday for the month.	Integer		

Description	Notes	Data Type	Size	Required
Include Current Pay Month	Enter "1" if you process an employee's payroll part way through a month and want to accrue holiday for the month.	Integer		
Accrue Fund As	Enter one of the following: 0 = None (no accrual scheme is used). 1 = A percentage of Gross. 2 = A percentage of Holidayable Gross 3 = An Amount	Integer		
Holiday Fund Value	If you entered 1,2, or 3 in Accrue Holiday Fund As, enter an amount or a percentage value here.			
Include Holiday Pay for Accrual	If you entered 1,2, or 3 in Accrue Holiday Fund As, and you want to include this holiday scheme in Gross Pay for Accrual then enter "1" if not then enter "0".	Integer		
Scheme Funded by	Enter "0" if the scheme is funded by the employer or "1" if the scheme is funded by the employee.	Integer		
Deduct from Employees Pay	Enter "1" if you want to deduct the amount from the employee's Gross Pay or "0" if you want to deduct the amount from the employee's Net Pay.	Integer		

Description	Notes	Data Type	Size	Required
Pension Main	Enter "1" if you want to add this holiday payment before pension contribution is calculated. Enter "0" if you do not want to add this value before pension contribution is calculated.	Integer		
Pension AVC	Enter "1" if you want to add this holiday payment before pension AVCs are calculated. Enter "0" if you do not want to add this value before pension AVCs are calculated.	Integer		
CCAEO	Enter "1" if you want to add this holiday payment type before CCAEO is deducted. Enter "0" if you do not want to add this holiday payment before CCAEO is deducted.	Integer		
CTAEO	Enter "1" if you want to add this holiday payment type before CTAEO is deducted. Enter "0" if you do not want to add this holiday payment before CTAEO is deducted.	Integer		
Other AEO	Enter "1" if you want to add this holiday payment type before other AEO's are deducted. Enter "0" if you do not want to add this holiday payment before other AEO's are deducted.	Integer		

Company Loan Details Template

Description	Notes	Data Type	Size	Required
Reference	If you are entering a new loan, Sage Payroll automatically generates the reference number.			Yes If you are updating an existing Loan.
Description	Enter a description of the loan, for example, Car Loan, Travel Permit.			Yes If you are creating a new Loan.
Loan Amount	You must enter a default loan amount here. If employees owe different amounts, amend their individual loan amounts when assigning the loan in their employee record.			Yes If you are creating a new Loan.
NDR	The amount usually deducted from your employee's salary to repay the loan. If you do not enter a value here, you must enter this figure when assigning the loan to an employee or when processing the loan in Enter Payments			
Update Sage P11D	Enter "1" to transfer this loan, with your employee's information, when you import data from Sage Payroll into Sage P11D. If you do not want to transfer this information when importing data from Sage Payroll into Sage P11D, enter "0".	Integer		

Company User Names and Access Rights Template

Description	Notes	Data Type	Size	Required
User Name		Text		Yes
Security Clearance	Enter the Access Level that this User requires. Choose from 0 to 9.			
Include Lower Levels	if you do not want to allow a user to have access to employees with Lower Levels of access rights enter "0". If you do, enter "1".			
Suppress Employee Messages	Enter "0" if you do not want to suppress employee messages. If you do, enter "1".			
Suppress Process Messages	Enter "0" if you do not want to suppress process messages. If you do, enter "1".			
Suppress Other Messages	Enter "0" if you do not want to suppress other messages. If you do, enter "1".			
Access Weekly	Enter "0" if you do not want the user to have access to Weekly Paid Employees or "1" if you do.			
Access Fortnightly	Enter "0" if you do not want the user to have access to Fortnightly Paid Employees or "1" if you do.			
Access Four Weekly	Enter "0" if you do not want the user to have access to Four Weekly Paid Employees or "1" if you do.			
Access Monthly	Enter "0" if you do not want the user to have access to Monthly Paid Employees or "1" if you do.			

Description	Notes	Data Type	Size	Required
Reset Payments	Enter "0" if you do not want the user to have access to Reset Payments or "1" if you do.			
Timesheet Entry	Enter "0" if you do not want the user to have access or "1" if you do.			
Enter Payments	Enter "0" if you do not want the user to have access or "1" if you do.			
Update	Enter "0" if you do not want the user to have access or "1" if you do.			
Nominal Link	Enter "0" if you do not want the user to have access or "1" if you do.			
Personal	Enter "0" if you do not want the user to have access or "1" if you do.			
Employment	Enter "0" if you do not want the user to have access or "1" if you do.			
Employee Absence	Enter "0" if you do not want the user to have access or "1" if you do.			
Cars Fuel	Enter "0" if you do not want the user to have access or "1" if you do.			
Banking	Enter "0" if you do not want the user to have access or "1" if you do.			
Employee Analysis	Enter "0" if you do not want the user to have access or "1" if you do.			
History	Enter "0" if you do not want the user to have access or "1" if you do.			
Employee Document Storage	Enter "0" if you do not want the user to have access or "1" if you do.			
Employee Wizard	Enter "0" if you do not want the user to have access or "1" if you do.			

Description	Notes	Data Type	Size	Required
New Employee	Enter "0" if you do not want the user to have access or "1" if you do.			
Appraisal	Enter "0" if you do not want the user to have access or "1" if you do.			
Disciplinary	Enter "0" if you do not want the user to have access or "1" if you do.			
YTD Values	Enter "0" if you do not want the user to have access or "1" if you do.			
P45 Information	Enter "0" if you do not want the user to have access or "1" if you do.			
Leaver	Enter "0" if you do not want the user to have access or "1" if you do.			
Delete Employee	Enter "0" if you do not want the user to have access or "1" if you do.			
Details	Enter "0" if you do not want the user to have access or "1" if you do.			
Bank	Enter "0" if you do not want the user to have access or "1" if you do.			
Coinage	Enter "0" if you do not want the user to have access or "1" if you do.			
Company Absence	Enter "0" if you do not want the user to have access or "1" if you do.			
Company Analysis	Enter "0" if you do not want the user to have access or "1" if you do.			
Tax Funding	Enter "0" if you do not want the user to have access or "1" if you do.			
Statutory Funding	Enter "0" if you do not want the user to have access or "1" if you do.			

Description	Notes	Data Type	Size	Required
HMRC Payments	Enter "0" if you do not want the user to have access or "1" if you do.			
Company Document Storage	Enter "0" if you do not want the user to have access or "1" if you do.			
Pension Schemes	Enter "0" if you do not want the user to have access or "1" if you do.			
Company Holidays	Enter "0" if you do not want the user to have access or "1" if you do.			
Pay Elements	Enter "0" if you do not want the user to have access or "1" if you do.			
Variance Settings	Enter "0" if you do not want the user to have access or "1" if you do.			
Legislation	Enter "0" if you do not want the user to have access or "1" if you do.			
Nominal Settings	Enter "0" if you do not want the user to have access or "1" if you do.			
Salary Review	Enter "0" if you do not want the user to have access or "1" if you do.			
Historical Data	Enter "0" if you do not want the user to have access or "1" if you do.			
Multi-Company Tasks	Enter "0" if you do not want the user to have access or "1" if you do.			
Audit Trail Settings	Enter "0" if you do not want the user to have access or "1" if you do.			
New Company	Enter "0" if you do not want the user to have access or "1" if you do.			
Delete Company	Enter "0" if you do not want the user to have access or "1" if you do.			

Description	Notes	Data Type	Size	Required
e-Submission Settings	Enter "0" if you do not want the user to have access or "1" if you do.			
IR Secure Mailbox	Enter "0" if you do not want the user to have access or "1" if you do.			
Collector of Taxes	Enter "0" if you do not want the user to have access or "1" if you do.			
e-Banking	Enter "0" if you do not want the user to have access or "1" if you do.			
Payroll Year End	Enter "0" if you do not want the user to have access or "1" if you do.			
Backup	Enter "0" if you do not want the user to have access or "1" if you do.			
Restore	Enter "0" if you do not want the user to have access or "1" if you do.			
View Backup and Restore Log	Enter "0" if you do not want the user to have access or "1" if you do.			
View Audit Trail Log	Enter "0" if you do not want the user to have access or "1" if you do.			
View IR Secure Mailbox Log	Enter "0" if you do not want the user to have access or "1" if you do.			
View Rollback Log	Enter "0" if you do not want the user to have access or "1" if you do.			
Relocate Data	Enter "0" if you do not want the user to have access or "1" if you do.			
Import Sage Payroll Data	Enter "0" if you do not want the user to have access or "1" if you do.			
Import Sage Personnel Data	Enter "0" if you do not want the user to have access or "1" if you do.			

Description	Notes	Data Type	Size	Required
Payroll Data Export	Enter "0" if you do not want the user to have access or "1" if you do.			
Employer Compliance Payroll Report Wizard	Enter "0" if you do not want the user to have access or "1" if you do.			
Send Message to Mail Recipient	Enter "0" if you do not want the user to have access or "1" if you do.			
Send Employees to MS Excel	Enter "0" if you do not want the user to have access or "1" if you do.			
Send to MS Outlook	Enter "0" if you do not want the user to have access or "1" if you do.			
MS Outlook Tasks	Enter "0" if you do not want the user to have access or "1" if you do.			
MS Word Mail Merge	Enter "0" if you do not want the user to have access or "1" if you do.			
Options	Enter "0" if you do not want the user to have access or "1" if you do.			
Clear P46 (Car) Flags	Enter "0" if you do not want the user to have access or "1" if you do.			
Advance Holiday Year	Enter "0" if you do not want the user to have access or "1" if you do.			
Clear Historical Data	Enter "0" if you do not want the user to have access or "1" if you do.			
Tax Codes	Enter "0" if you do not want the user to have access or "1" if you do.			
NI Categories	Enter "0" if you do not want the user to have access or "1" if you do.			
Global Changes Pay Elements	Enter "0" if you do not want the user to have access or "1" if you do.			

Description	Notes	Data Type	Size	Required
Payments	Enter "0" if you do not want the user to have access or "1" if you do.			
Deductions	Enter "0" if you do not want the user to have access or "1" if you do.			
Loans	Enter "0" if you do not want the user to have access or "1" if you do.			
Advance Pay	Enter "0" if you do not want the user to have access or "1" if you do.			
Pensions	Enter "0" if you do not want the user to have access or "1" if you do.			
Cost Centres	Enter "0" if you do not want the user to have access or "1" if you do.			
Departments	Enter "0" if you do not want the user to have access or "1" if you do.			
Global Changes Holidays	Enter "0" if you do not want the user to have access or "1" if you do.			
Holiday SSP Qualifying Day Patterns	Enter "0" if you do not want the user to have access or "1" if you do.			
Global Changes Analysis	Enter "0" if you do not want the user to have access or "1" if you do.			
Payslip Comment	Enter "0" if you do not want the user to have access or "1" if you do.			
Assign Employee(s) a new	Enter "0" if you do not want the user to have access or "1" if you do.			
Net to Gross	Enter "0" if you do not want the user to have access or "1" if you do.			
Rollback	Enter "0" if you do not want the user to have access or "1" if you do.			

Description	Notes	Data Type	Size	Required
Recalculate	Enter "0" if you do not want the user to have access or "1" if you do.			
Access Rights	Enter "0" if you do not want the user to have access or "1" if you do.			
Change Program Password	Enter "0" if you do not want the user to have access or "1" if you do.			
Pre-Update Reports	Enter "0" if you do not want the user to have access or "1" if you do.			
Post-Update Reports	Enter "0" if you do not want the user to have access or "1" if you do.			
Custom Reports	Enter "0" if you do not want the user to have access or "1" if you do.			
P32 Report	Enter "0" if you do not want the user to have access or "1" if you do.			
P46 (Car) Report	Enter "0" if you do not want the user to have access or "1" if you do.			
Favourites - Pre-Update Reports	Enter "0" if you do not want the user to have access or "1" if you do.			
Favourites - Post-Update Reports	Enter "0" if you do not want the user to have access or "1" if you do.			
Upgrade Program	Enter "0" if you do not want the user to have access or "1" if you do.			
Reminders	Enter "0" if you do not want the user to have access or "1" if you do.			
Check Data	Enter "0" if you do not want the user to have access or "1" if you do.			